

**Space Family Education, Inc.
Board of Director's General Meeting**

Thursday, April 15, 2010

Safety Report

BOD Director & Vice President (Jay L. and Jennifer M.)

Close Calls: No close calls or mispahsps.

Accident/Illness Report: Tunnel will be removed, after child injured in it. Nicole will find out which forms need to be filled out for such purpose. Also will need to find out if the gate size is big enough or remove fence.

Started Don't Get Hurt campaign. Drawing for accident free

Director's Report

Staffing

New Hires: Interviewing subs. 5 applicants. Nicole needs to go ahead from Clint

Vanessa will be back on the 26th.

There are teachers interested in Room 5 for next year.

Resignations: None

Operations

FACILITY

Started on 174 for office furniture for amanda.

HVAC meeting on Monday April 19th at 1 PM. Please come to the meeting to find more

SPECIAL EVENTS

Easter bunny was a great success

April Events:

21 Admin professional day
22 Earth day
30 Arbor day, Ms. Georgia donated a tree that will be planted

May Events:

7 Muffins for mom
3 - 7 Teacher appr week, Amanda will be asked to send email to room captains
6 - 7 Spring pictures
31 Closed for Memorial Day

Committees Report**Education Curriculum**

Gearing for graduation in June, and summer program.
Ms. Ricky working on the summer activities and field trips.

Fundraising

Easter basked raffle, \$300 dollars raised, a big thank you to Dianna.
Bake sale in May.

Newsletter & Webpage

Tuition rates will be posted on the web.
Newsletter will be sent out, expected by the end of May. NASA print shop may be used, needs to be approved. Teachers will be contacted by the end of the month.

Room Reports

We need subs

Room 3 - need covering for sand box, may have another parent day to help out cleaning the sandbox. Georgia suggested using a black screen to protect sandbox. Teachers can roll it back and roll it back in the afternoon.

Room 5 - Georgia mentioned they need play structures, and not just grass once the tunnel is removed. On the swing area the boards should be fixed or removed. Patio in back should be powerwashed. Maybe have NASA clean the concrete or have a parents weekend. Georgia wanted to thank the board for the JSC launch viewing.

Board Members' Reports

Policies and Procedures (Nikki W) Plan for migration, will review letters, will be sent on late April or early May. Will have a week for parents concerned with migration. Teachers will get to see the letter before sent to the parents. For parents that want to accelerate, there is a form that they will have to sign. Working on SOP changes. Will be presented to the board once they are finalized. A form for parents to accept receiving the sop will be sent at start of year.

Treasurer (Clinton B.) New raise in tuition in place. For financial protection may get a small short term loan until summer camp starts. It's just a few thousands. BOD will figure out an internal option so a loan is not needed. Also expect a smaller profit on summer camp compared to last years. Nichole D will send a note to all SFEI. Raises will happen in September as stated in the budget.

Secretary (Ed F.) Election will be put in place.

Vice President (Jennifer M.) Room fund, need to remind teachers about the fund and that they can use it.

President (Jay L.)

Attendance:

BOD: Ed F, Nicole D, Jen M, Nikky W, Clint B

SFEI Staff: Dina (Room3), Diana R, Gerogia D,

NASA Liaison: Sylvia B

Members: Susan B.

**The next meeting is scheduled for Thursday May 20th, 2010,
SFEI Director's Office – 11:30 AM - 1:00 PM**